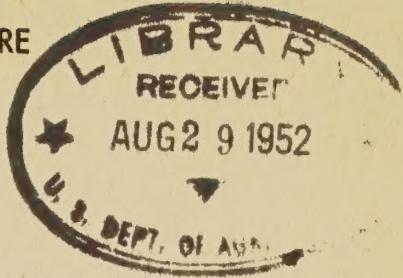


2. **UNITED STATES DEPARTMENT OF AGRICULTURE**
U.S. Rural Electrification Administration
333 5a Washington 25, D. C.



3
TELEPHONE BILLING AND COLLECTION

This pamphlet has been designed to cover the new billing and collection procedure being set up for the company.

It is recognized that no procedure can be perfect especially at the installation and errors will certainly occur from time to time. This procedure is designed to keep such errors at a minimum.

It must be stressed that all controls and procedures included herein are dependent on one another and to eliminate or drastically change one will result in a drastic change in all related procedures.

Care should be taken in the complete billing process as sloppy or careless handling of billing can result in a severe loss in revenue to the company. As an example of this a toll ticket for \$1.00 is the same as \$1.00 in cash and if this ticket is lost or misplaced the effect is the same as throwing a \$1.00 bill into the waste basket.

Before the bills are sent out they should be in balance with the controls. In the event of a small error and the stress of time in releasing the bills, the bills could be sent out and the error checked or found later but ordinarily this should not be so. The billing should prove with the controls before mailing.

It is recognized that after using any procedure for a period of time short cuts and better methods of handling certain phases of the procedure will develop and be apparent. Such short cuts and better methods if proven should be adopted and utilized and the procedure changed accordingly.

In order to simplify the billing and segregate errors into small areas where such errors will be easy to locate, each exchange is broken down into units of approximately fifty subscribers each. These units become the basis on which the whole billing and collection procedure is built.

It should be noted that for purposes here Bordelonville has three such units, Cottonport has nine, Mangham has seven, Mansura has five, Moreauville has five, Plaucheville has four, and Simmesport has four, making a total of thirty-seven units for all exchanges.

For purposes of simplicity this pamphlet is broken down into four major sections, each of which is a distinct and separate part of the overall job to be done. These steps are as follows:

TOLL BILLING: including the following;

Toll Sort and Proof
Toll Summarizing
Toll Totaling

Subscriber Billing: including the following;

White Form Billing
Blue Form Billing
Pink Form Billing

Collections: including Cash Control and Balances Due**Keeping of other controls: such as;**

Other charges and credits
Advertising
Local Service

Attached in some detail are the individual procedures to be followed in the billing and collection and a brief explanation of the use of each form and control.

Bordelonville -	Unit 1	2000 - 2199
	2	2200 - 2299
	3 P. S.	3031 - 3231
Cottonport -	Unit 1	2050 - 2249
	2	2250 - 2399
	3	2400 - 2699
	4	2700 - 2899
	5	2900 - 3999
	6	4000 - 4199
	7	4200 - 4359
	8	4360 - 5199
	9 P.S.	4381 - 4001
Mangham -	Unit 1	1 - 24
	2	25 - 39
	3	40 - 54
	4	55 - 74
	5	75 - 99
	6	100 - 120
	7 P. S.	9100 - 9114
		9121 - 9103
		9121 - 9122
Mansura -	Unit 1	2000 - 2199
	2	2200 - 2399
	3	2400 - 2599
	4	2600 - 2699
	5 P.S.	3314 - 3634
Moreauville -	Unit 1	2100 - 2199
	2	2200 - 2299
	3	2300 - 2399
	4	2400 - 3412
	5 P. S.	3104 - 3281 - 3301
Plaucheville -	Unit 1	2000 - 2199
	2	2200 - 2299
	3	3100 - 3299
	4 P. S.	3174
Simmesport -	Unit 1	2000 - 2149
	2	2150 - 2299
	3	2300 - 2499
	4 P. S.	3021 - 3161 - 3294
		3401 - 3461

TOLL BILLING

TOLL SORT AND PROOF:

GENERAL

Since the company is a full toll center and therefore has two sets of toll tickets, the control on the toll sort is in two separate segments. Bell Co. Tickets and Avoyelles Tel. Co. Tickets.

The toll tickets (both from Bell and the Company) are cut off every five days. Months of more or less than thirty days of course, would vary as to days in the 2nd period.

Step 1

At the end of each period (i.e. each five day period) toll tickets should be sorted by units, there being 37 units, toll tickets would be sorted into 37 groups.

Step 2

Upon completion of the first sort into units for each period adding machine tapes are run on each unit and the totals entered in their proper place on the reverse side of FORM 1 (attached). The total of the toll tickets received from Bell and posted on FORM 1 should agree with the total gross charges on BELL FORM 4052 B "INVOICE OF CONNECTING COMPANY TOLL TICKETS: (plus or minus adjustments) for the period. At this stage the Bell and the Company tickets are put together by units.

Step 3

Each of the groups is then sorted in telephone number order and each telephone number into date order. The telephone order number must agree with the telephone number order of the telephone subscriber card file.

Step 4

Upon completion of the sixth period sort SECTIONS A & B of the reverse side of the FORM 1 are totaled and SECTION C completed. The figures entered in SECTION C are then carried over to COLUMN A on the front side of FORM 1.

RESPONSIBILITY

The responsibility for the completeness and accuracy of the TOLL SORT AND PROOF is invested in the Chief Operator.

The actual sorting and entering of the toll figures will be the duty of the night operator. However, the Chief Operator shall review, handle all adjustments, proof and initial the final figures carried forward to the front side of FORM 1.

NOTE: All sortings will be started the same day that the tickets are received from the Bell Company.

TRAINING

Both the Chief Operator and the Billing Clerk shall learn this complete procedure. The Chief Operator shall instruct and train all the operators in sorting and posting the figures.

TOLL SUMMARIZING

Upon receipt of the sorted toll tickets for the first period a toll summary statement is prepared for each subscriber having toll calls. The attached form "Toll Service and Telegrams" provides space for the name and number of each subscriber. While it is not necessary to fill in the name doing it will provide a check against the master file and immediately catch those toll tickets recorded against non-existent telephone numbers.

Step 1

The Date of Call, the place called and the charges for each call are entered on the toll summary. (These toll summaries are to be processed and kept in the same units as sorted Toll Tickets.)

Step 2

For each subsequent period the process is the same, until all the toll tickets have been posted to the toll summaries.

NOTE: This posting should be done immediately upon receipt of the sorted toll tickets for each period.

TOLL TOTALING

After all toll tickets for the sixth period have been posted the summaries are totaled individually and the applicable tax for each column posted from the tax chart. The summary is then totaled by adding toll and taxes.

Adding machine tapes are run on:

- 1 - Tolls - This should agree with the total shown in Column A of FORM 1 for that Unit.
- 2 - Tax - This figure should be inserted in Column E of FORM 1 for that Unit.
- 3 - Toll & Tax - This figure should agree with the total of columns A & E of FORM 1.

The above procedure is followed for all units, and must prove before the next step in the billing procedure.

RESPONSIBILITY

The responsibility for the Toll Summaries including the totaling and proofing against the Control is invested in the Billing Clerk.

SUBSCRIBER BILLING

GENERAL

As previously determined and agreed upon subscriber billing is to be done utilizing three different color bills:

WHITE: Those subscribers who owe a full month rental and are continuing to take service.

BLUE: Those new subscribers connected during the month that owe a partial month's rental.

PINK: Those subscribers disconnected during the month.

It is important that this be kept in mind in following through the following billing procedure.

WHITE BILLING

Step 1

Starting as early as possible in the month the Billing Clerk will (from the Subscriber Card Records) type out a white bill for all subscribers listed on the cards. These of course will be segregated by unit as previously explained. This bill at this stage will include:

- 1 - The date of the billing. (The first of the next month).
- 2 - The telephone number.
- 3 - The rental tax.
- 4 - The rental and rental tax total.
- 5 - The advertising. (If any.)
- 6 - The name and address of the subscriber. (NOTE: IT IS IMPORTANT THAT THIS ADDRESS BE THE ADDRESS TO WHICH THE BILL IS TO BE MAILED)

Step 2

Complete step 1 for all units.

Step 3

Prepare adding machine tapes on:

- 1 - Rental Tax
- 2 - Rental and Tax Total
- 3 - Advertising

The totals for each unit should at this time be in agreement with: a - Rental Tax - With the total of (1) TOTAL FULL MONTHLY VALUE FORM 3 OF PREVIOUS MONTH,

PLUS (2) MONTHLY CHARGE, SECTION 1 INS COLUMN A OF CONTROL LOCAL SERVICE FORM 4.

b - Rental and Tax Total - With the total of (1) total of service and tax from TOTAL FULL MONTHLY VALUE, FORM 3 OF PREVIOUS MONTH, PLUS (2) total of service and tax from MONTHLY CHARGE, SECTION 1 INS, COLUMN A OF CONTROL LOCAL SERVICE, FORM 4.

c - Advertising - With the total of advertising shown in the advertising control.

Step 4

Before final billing, the BLUE & PINK billing (procedure for these billings are shown in detail in the following pages) is completed and the white bills already prepared that will be replaced by pink bills are pulled out.

Step 5

Reinsert white bill in typewriter and:

- 1 - Type in (a) Toll Tax (b) Total Toll and Tax (c) Balance due on previous bill and/or Other Credits and Charges.
- 2 - Add bill and type in total.

Step 6

Run adding machine tape on:

- 1 - Toll Tax - This should agree with the total toll tax shown on FORM 2 MASTER CONTROL SUBSCRIBER BILLING.
- 2 - Total Toll and Tax - This should agree with FORM 1 CONTROL TOLL SERVICE, COLUMN C, TOTAL TOLL & TAX.
- 3 - Balance Due on previous bills and or Other Charges and Credits - this should agree with the total of OTHER CHARGES AND CREDITS and PREVIOUS BALANCE shown on FORM 2, MASTER CONTROL SUBSCRIBER BILLING.
- 4 - Total Billing - This should agree with total shown on FORM 2, MASTER CONTROL SUBSCRIBER BILLING.

RESPONSIBILITY

The responsibility for the subscriber billing is invested in the Billing Clerk.

BLUE BILLING

GENERAL

As previously stated the blue bill is to be used for the billing of new subscribers. This bill will ordinarily consist of a partial months rental and rental tax and an installation charge. Occasionally there may be a miscellaneous charge or credit.

Upon receipt of the white work order showing the new connection FORM 4, CONTROL LOCAL SERVICE, is filled in showing the name, telephone number, installation charge, monthly charge, and the partially monthly bill to be sent the first of the following month.

As soon as the installation is recorded on FORM 4 the subscribers card record is prepared and the bill can be started.

Step 1

Type out a blue bill including at this stage:

- 1 - The date of the billing (The first of the next month)
- 2 - The telephone number
- 3 - The partial rent
- 4 - The partial rent including tax
- 5 - The installation charge
- 6 - The name and address of the subscriber (THIS SHOULD BE THE ADDRESS TO WHICH THE BILL IS TO BE MAILED)

Step 2

Upon completion of the Toll Summaries pull those summaries that are to be billed on the blue bills, making the necessary entries in Section D, Reverse Side of FORM 1, and in Columns B & F, Front Side of FORM 1.

Reinsert bill in typewriter and:

- 1 - Type in (a) Toll Tax (b) Total Toll and Tax
- 2 - Add bill and type in total

Step 3

Run adding machine tapes and proof against FORM 8, MASTER CONTROL SUBSCRIBER BILLING (BLUE)

RESPONSIBILITY

The responsibility for the blue subscriber billing is invested in the billing clerk.

PINK BILLING

GENERAL

As previously stated the pink bill is to be used for the billing of subscribers disconnected during the month.

Upon receipt of the pink work order showing the disconnect FORM 4, CONTROL LOCAL SERVICE, is filled in showing name, telephone number, monthly charge and partial

monthly bill to be sent the first of following month.

When the White Subscriber Bills have been typed those which will be replaced by pink bills should be pulled and the pink billing can be started.

Step 1

Type out a pink bill including at this stage:

- 1 - Date of the billing (The first of the next month)
- 2 - Telephone number
- 3 - Partial rent
- 4 - Name and address of subscriber. (THIS SHOULD BE THE ADDRESS TO WHICH THE BILL IS TO BE MAILED)

Step 2

Upon completion of the Toll Summaries pull those Summaries that are to be billed on pink bills, making the necessary entries in Section F, Reverse Side of FORM 1, and in Columns C & G, Front Side of FORM 1.

Reinsert bill in typewriter and:

- 1 - Type in (a) Toll Tax (b) Total Toll and Tax
- 2 - Add bill and type in total.

Step 3

Run adding machine tapes and proof against FORM 8, MASTER CONTROL SUBSCRIBER BILLING (PINK)

RESPONSIBILITY

The responsibility for this procedure is invested in the Billing Clerk.

COLLECTIONS

GENERAL

The new bill being used consists of the subscribers bill with two stubs. The first stub is used for cash reconciliation and the other stub for the Commercial file.

Step 1

When subscriber pays bill pull both stubs and stamp all three copies paid. Return original to subscriber. Retain 1st stub for each reconciliation and keep commercial stub for forwarding to bookkeeper at the end of each day.

Step 2

At close of day run adding machine tape on cash reconciliation stubs by units and check total against total cash received.

Step 3

Enter total collected for each unit by exchanges on reverse side FORM 7, CASH DEPOSIT CONTROL SHEET.

Step 4

Prepare Cash Deposit Control Sheet for Daily Collections - copy of FORM 7 - Self explanatory as to items to be entered.

Step 5

FORWARD FORM 7 to Bookkeeper for records.

RESPONSIBILITY

The responsibility for this procedure is invested in the Cashier. It is recommended that the Billing Clerk learn this procedure and that she be provided with her own cash box. Lunch periods should be staggered and at least one of the two be on duty at all time with the Billing Clerk relieving the cashier while she is at lunch or out of the office.

When the Billing Clerk has made collections during the day she should keep the stubs that she has collected and at the close of business give such stubs and each to the cashier for inclusion on the Cash Deposit Control Sheet for that day.

FORMS - CONTROLS

FORM # 1 - CONTROL TOLL SERVICE

As explained in the Toll Billing Procedure under Section Toll Sort and Proof this form is used to establish the check and control of the total toll billing.

The Chief Operator, Billing Clerk and Cashier is responsible for various segments of the Report.

1. Chief Operator. Responsible for Toll Sort and Totaling and adjustment with Bell Co. She handles Sections A & C on Reverse side of form and Column A on front side of form.
2. Billing Clerk. Responsible for Entering Total taxes to Column E and proofing total toll billing to totals of Columns A & E. Upon completion of billing responsible for proofing totals of White-Blue and Pink billing to Control.
3. Cashier. Responsible for pulling toll statements for Pink and Blue bills and making necessary entries and completing Form 1 for use as control by Billing Clerk - Completes Section D & E on reverse side of FORM # 1 and Columns B, C, D, F, G, H, and I on page 1.

FORM # 2 - MASTER CONTROL SUBSCRIBER BILLING (WHITE)

This form shows the predetermined billing figures against which the total white billing must proof.

1. Local Service figures are taken from Form # 3 Total Full Monthly value.
2. Toll Service figures are taken from Columns D and H FORM # 1.
3. Directory Advertising figures are taken from Directory Control.
4. Other charges and credits are taken from FORM # 5 Master Control Other Charges and Credits.
5. Previous Balance is total of Balances Due..As shown by stub remaining in file and proofed against Total Billing less Adjustments and Corrections and Collections.
6. Total - Is total of Items Across.

Responsibility for this FORM is invested in the Cashier who will summarize from other FORMS and establish Control.

FORM # 3 - MASTER CONTROL LOCAL SERVICE BILLING

This FORM is designed to provide changes for the Local Service billing.

1. Local Service Monthly Balance is the Local Service Billed the first of the Month.
2. Full Monthly Increases and Decreases is the difference between the Monthly Charges on the "Ins." from the previous month and the Monthly charge of the "Outs" for the Current Month.
3. Total full monthly balance is the figure to be brought forward to FORM # 2 Local Service.

The responsibility for preparing this FORM rests with the Cashier.

FORM # 4 - CONTROL LOCAL SERVICE

This form is used by the Cashier upon receipt of a White or Pink Work Order.

Section 1

Installation - Blue Bill - Upon receipt of White Work Order concerning a new installation the Cashier enters the information in this Section. The Billing Clerk types Blue Bills either from this FORM or from the Service Order making a Master Subscriber Card at the same time. The installation costs and the Partial Monthly figures are carried forward to FORM # 8 Master Control Subscriber Billing Blue.

Section 2

Outs - Pink Bill -- Upon receipt of Pink Work Order concerning a disconnect the Cashier enters the information in the section. The Billing Clerk types the bills from either FORM or the Work Order and pulls the White Bill already prepared and Card from the Master Subscriber Record. The partial monthly figures are carried forward to FORM # 8 Master Control Subscriber Billing Blue.

The difference between the Monthly Charge "Ins." from the previous month and the Monthly Charge "Outs" for the current month are the adjustments to FORM # 3 item Full Monthly Increases and Decreases.

FORM # 5 - MASTER CONTROL OTHER CHARGES AND CREDITS

At the close of period the Cashier carries the total of Other Charges and Credit from FORM # 6 to this FORM by Units. The Other Charges and Credits to be applied against Pink Bills are segregated and carried to FORM # 8 with those chargeable to White Bills carried to FORM # 2.

FORM # 6 - CONTROL OF OTHER CHARGES AND CREDITS

Upon receipt of a Yellow Work Order the Cashier enters the information on this FORM.

At the close of the period this information is totaled by Units and carried forward to FORM # 5 Master Control. The Billing Clerk from this form, types the "Explanation of other Charges and Credits" for inclusion with the bills.

FORM # 7 - CASH DEPOSIT CONTROL

The Cash Deposit Control sheet is designed to keep an adequate and necessary control on cash collected.

This form is the responsibility of the Cashier and should be completed each day if a deposit is made.

The reverse side of the forms provides the breakdown of collections by Units while the front side segregates them by exchanges. The collection plus or minus the Adjustment and Corrections should at all times equal the accounts receivable from subscribers.

FORM # 8 - MASTER CONTROL SUBSCRIBER BILLING BLUE AND PINK

This form is the control for Blue and Pink Billing to which the total of the bills should proof.

Responsibility for the completion of this form is invested in the Cashier.

1. Local Service - these figures are picked up from FORM # 4
2. Toll Service - these figures are picked up from Reverse Side of FORM # 1.
3. Directory Advertising - these figures are picked up from Directory Advertising Control.
4. Other charges and Credits - these figures are picked up from FORM # 5.
5. Installation - these figures are picked up from FORM # 4.
6. Previous Balance - these figures are picked up from FORM # 14 Previous Balance Proof.
7. Total - these figures are the totals against which the billing should prove.

FORM # 9 - DAILY ADJUSTMENTS AND CORRECTIONS

At the close of each day the Cashier totals Daily Adjustments and Corrections from the Adjustment and Correction Vouchers (FORM # 11) and enters the figures by Control Units on this sheet. The total of debits and credits for the day are posted to FORM # 10.

FORM # 10 - MONTHLY SUMMARY - ADJUSTMENTS AND CORRECTIONS

At the close of each day the Cashier posts the Total Net Debits or credits from FORM # 9 to the applicable day on this form. At the end of the month this is totaled and given to the Bookkeeper for entry in the records.

FORM # 11 - ADJUSTMENT AND CORRECTION VOUCHER

When it is necessary to make an adjustment or a correction to a bill the Cashier must complete a voucher in duplicate. The original copy of the voucher is used for totaling and justification of the figures posted to FORM # 9. The duplicate is forwarded to the Bookkeeper for his file.

FORM # 12 - MISCELLANEOUS CASH RECEIPTS

This form is designed to be used for all cash Receipts other than payments on bills for service. The Cashier should make this out in duplicate keeping the original for inclusion on FORM # 7 Cash Deposit Control Sheet and forward duplicate copy to the Bookkeeper.

FORM # 13 - RECEIPT

This Receipt FORM is designed for use when the Subscriber fails to bring the original bill in with payment. One copy of this Receipt is filled out from the company stub and is given back to the subscriber. The lines on the bottom of the FORM are to be utilized in the event some explanation of the figures is required.

FORM # 14 - MASTER CONTROL - PREVIOUS BALANCE

1. TOLL BILL - On the front side total billing, pick up figures for total billing previous month as shown on other Controls.
2. TOTAL COLLECTIONS - From FORM # 7 pick up total collections by exchange on previous month billing.
3. TOTAL ADJUSTMENTS AND CORRECTIONS - Pick up from FORM # 9 a total of ADJUSTMENTS and CORRECTIONS during the month.
4. Total Billing less Total Collections and Total Adjustments and Corrections equals Balance Due. This Balance Due should agree with the total of the unpaid stubs in the file.
5. Reverse side of FORM # 14 is the Master Control on previous balance by units. In order to prove and obtain these balances, adding machine tapes will be run on each exchange broken down by units on the stubs remaining in the file.

If the total units for each exchange equals the figure in balance due on the front side of FORM # 14 then such unit figures will be entered on the reverse side of FORM # 14.

These unit figures shall, before the billing, be reviewed and a separate sheet prepared for previous balances to be applied against (1) Pink bills and (2) White bills. After this breakdown the previous balance for White bills will be carried to FORM # 2 and previous balance for Pink bills carried to FORM # 8.

RESPONSIBILITY - The responsibility for this FORM is invested in the Cashier.

WORK ORDERS

The Work Order Form comes in three colors which for purposes here will be used for different work. The White Work Order Form will be used for new installations and reconnects.

The Pink Work Order Form will be used for removals and disconnects.

The Yellow Work Order Form will be used for other changes such as inside and outside moves and etc.

THESE THREE CLASSES OF WORK ARE BROKEN DOWN INTO THE FOLLOWING PROCEDURES:

1. White Work Order Form

Upon receipt of a call, written request or application in any other form or manner for a new installation or the reconnection of an old installation which has previously been disconnected the White Work Order Form is to be filled out providing the necessary information for the work to be done.

After the Cashier or whoever takes the order, has filled out the necessary information it should be forwarded to the Plant Superintendent for assignment to the crew. When the crew has completed the work and the phone has been tested and checked the form should be filled in by the installer utilizing the equipment record and materials report on the form.

The form is then returned to the plant superintendent who reviews the completed form and stamps the back of the form with the stamp applicable to the work completed. Stamp to be used for installs and reconnects is as follows:

INSTALL RECONNECT

Make Billing Card

Make Plant Card

Remove Vac No Card

Blue Bill Charge

Make Directory Inserts

The White Work Order is forwarded to the General Office where the steps stamped on the back are handled. As these steps are completed the one performing the steps initials that step.

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With reference to the Billing Card, while it may be prepared as soon as the work is completed it is not inserted in the Master Subscriber File until the second billing period at which time the subscriber is billed on a White Bill.

2. PINK WORK ORDER

On receipt of the notice to disconnect a subscriber the Pink Work Order is prepared and forwarded to the Plant Superintendent who in turn assigns the work to the crew.

On completion of the work the man performing the disconnect fills in the equipment record and materials report section of the form. As in the case of the White Form, the Plant Superintendent reviews the completed form and stamps the form with the following stamp:

REMOVAL DISCONNECT

Billing Card to Dead File

Plant Card to Vac. No. File

Remove Directory Inserts

Make Next Months Red Bill

Destroy White Bill

Discontinue Advertising

The Pink Work Order is then forwarded to the General Office and the same procedure followed as in the White Work order.

3. YELLOW WORK ORDER

The Yellow Work Order is used for all other cases for the work being done or result in another charge or credit. The procedure to be followed is approximately the same as the White and Pink. The following stamp is the one used for the Yellow Work Order.

CHANGE OF NUMBER - INSIDE MOVE - OUTSIDE MOVE

- Change Billing Card
- Change Plant Card
- Change Vacant No. Card
- Change Directory Inserts
- Prepare Exp. Other Charges and Credits

MONTHLY BILLING
DIRECTORY CONTROL

MAY 22, 1952

COTTONPORT

Unit 1	Lemoine Gaillouet & Gauthier	2052	3.50	
	Yarno Seed Co.	2111	1.75	
	Butane Gas & Plumbing Co.	2191	1.75	
	Cottonport Bank	2211	<u>11.00</u>	
				18.50
Unit 2	Gallegari's Store	2251	2.00	
	Cottonport Cleaners	2271	1.75	
	Con Bosco Boys Home	2311	.25	
	Armand Vance Grocery & Market	2351	2.00	
	Gauthier Lester Store	2361	2.00	
	Huesmann Charles	2371	<u>1.00</u>	
				9.00
Unit 3	Gremillion Bros. Implement Co.	2424	2.75	
	Dun-Rite Cleaners	2431	3.75	
	Lemoine Lester A Insurance Co.	2442	6.00	
	Central Drug & Specialty Co.	2551	1.25	
	Dixie Auto Lec Store	2584	1.25	
	Cottonport Conoco Station	2601	1.75	
	Cottonport Lumber Co.	2611	5.87	
	Yarne Furniture Co.	2631	6.00	
	Peoples Lumber Co.	2641	4.50	
	St. Mary's Assumption Church	2681	<u>.50</u>	
				33.62
Unit 4	Thevenot's Bar	2771	1.00	
	Merrick Construction Co.	2831	1.75	
	Mayeau Tin Shop (do not bill)	2841	<u>(2.00)</u>	
				2.75
Unit 5	Juneau's Service Station	2951	1.25	
	Brassette & Joffrion Grocery	3341	<u>.50</u>	
				1.75
Unit 6	Kennedy Flower Shop	4003	1.25	
	Joy Theatre	4011	.50	
	Guillory's Grocery & Mkt.	4031	.50	
	Juneau Plumbing & Heating	4044	1.00	
	Mayeau Harold	4071	2.00	
	Duplechin Bros. Serv. Station	4074	1.75	
	Guiffre PP Dr.	4101	.50	
	Cottonport Hospital	4104	.50	
	Cottonport Drug Store	4111	.50	
	Ducote's Body & Paint Shop	4123	1.75	
	(CONTD)			

(Cottonport - cont'd)

Gramillion Auto Exchange	4141	3.50	
Star Drug Store	4171	.50	
Kaufman H J Dr.	4177	.25	
		<u>14.50</u>	
Unit 7	Avoyelles Tractor & Implement Co.	4231	2.00
	Texas & Pacific Railway Co.	4251	.25
	Corner Bar	4334	.50
			<u>2.75</u>
Unit 8	Western Auto Associates Stores	4370	1.25
	Bordelon Funeral Home	4444	4.00
	Cecile's Beauty Parlor	4481	.50
			<u>5.75</u>
Unit 9	NONE		
	TOTAL		<u>88.62</u>

BORDEONVILLE

Unit 1	Seeling's Garage and Service Sta	2081	1.25	
				<u>1.25</u>
Unit 2	Firment P E	2213	1.25	
	Ponthieu Adam	2243	.50	
	Desselle Lynwood	2268	.50	
	Hawkins M C Dr.	2281	1.00	
Unit 3	Juneau Herbert Grocery	3031	1.25	
	Laborde's Club	3231	1.25	
				<u>3.25</u>
				<u>2.50</u>
TOTAL				<u>7.00</u>

PLAUCHEVILLE

Unit 1	Chenevert M O Estate	2101	.50	
	Dupont Elementary School	2162	.25	
	Ortego Horace	2163	.25	
				<u>1.00</u>
Unit 2	Ortego Clamile Grocery	2201	.25	
	Goudeau Hilda Mrs.	2204	.50	
	Goudeau Marion	2206	1.00	
	Rabalais Hubert Store	2211	.75	
				<u>2.50</u>
Unit 3	NONE			
Unit 4	Scallan Frank Grocery	3174	1.25	
				<u>1.25</u>
TOTAL				<u>4.75</u>

MANSURA

Unit 1	General Gas Corp.	2031	4.00
	Scallan's Bar & Texaco Sta.	2044	.50
	Roy Elliot C. Dr.	2072	.25
	Standard Oil Co. Dist.	2104	.50
	Central Louisiana Electric Co., Inc.	2124	6.00
	Louisiana & Arkansas Railway Co.	2134	.50
	Merchants Wholesale Grocery	2144	.50
	Laborde Building Supply	2152	3.00
	Blossman A R Inc.	2171	4.25
	Cash Ranch and Farm Store	2172	.50
	Mansura Drug Store	2174	.50
	Burke Service Station	2181	1.25
	Lemoine A M	2194	<u>.50</u>
			22.25
Unit 2	Mansura Wholesale Grocery Co., Inc.	2204	3.50
	Dru-Co. Hardware & Lumber Co.	2214	7.00
	Prevost Ellis Store	2283	.25
	Scallan Eugene & Son	2304	4.00
	Avoyelles Livestock Commission Market	2311	.50
	Escude Funeral Home	2324	1.50
	Gremillion Furniture Store	2351	3.25
	Roy T R Dr.	2361	<u>.25</u>
			20.25
Unit 3	Shell Oil Co-Jobber Dist	2424	1.50
	Davis Clerk	2431	.50
	Mansura State Bank	2454	2.25
	Michel Levy Bar	2521	(cancelled)
	Juneau's Garage	2581	1.00
	Durand Leon Store	2594	<u>1.25</u>
			6.50
Unit 4	We Go In Club	2603	3.00
	Ricard Dennis Gen'l Mdse. & Furn.	2604	1.00
	Our Lady of Prompt Succor	2654	.25
	Lucky Star Club	2681	<u>3.00</u>
			7.25
Unit 5	Leo & Fred's Bar	3634	<u>.50</u>
			.50
TOTAL			56.75

MOREAUVILLE

Unit 1	Beridon E J Jr. Estate	2101	1.00
Coco Lee Implement Co.		2134	3.50
Hamburg Mills		2142	1.75
Louisiana & Arkansas Railway Co.		2151	.25
Vitrano Bros.		2153	.25
Pizzalotta Vegetable Co.		2154	<u>.25</u>
			7.00
Unit 2	Dixie Wholesale	2201	.75
Gauthier E E		2204	1.25
Moreauville State Bank		2221	3.50
Busters Garage & Service Sta.		2251	1.25
Gauthier Kirby Grocery & Mket.		2284	<u>1.25</u>
			8.00
Unit 3	Perret Sterling F Dr.	2304	.50
Delta Seed Co.		2310	.50
Gauthier Leonard L Garage		2318	1.25
Joy Theatre		2324	.50
Lacour Willie Garage		2331	1.50
Richard Odell Grocery & Mket.		2341	.25
Rachel Furniture Co.		2344	1.75
Playtime Bar		2351	.25
Smith Hardware & Lumber Co.		2354	2.00
Coco Earl Service Station		2391	<u>.25</u>
			8.75
Unit 4	Spears Charles E Store	2400	.50
Moreauville Wood & Tin Shop		2421	1.00
Dubroc Supply Co.		2494	<u>2.25</u>
			3.75
	TOTAL		27.50

SIMMESPORT

Unit 1	Stemley M R Rev.	2024	.25
	General Gas Corp.	2032	.25
	Ehrhardt's Automotive Supply	2054	1.25
	Deville F J Grocery	2064	.25
	Couvillion Edward Store	2083	2.00
	Bordelon Blumes Grocery	2119	3.50
	Riverland Hardwood Co. Inc.	2141	.50
			<u>8.00</u>
Unit 2	Simmesport High School	2164	.25
	Dufour Ben J Grocery & Mket.	2191	1.00
	Riche Herbe Store	2213	.25
	Hess Super Market & Serv Sta.	2240	1.25
	Joy Theatre	2254	1.00
	Chenevert A J	2261	1.50
	Mayeaux Alva Garage	2265	1.00
	Lambert Paul A.	2281	<u>1.00</u>
			<u>7.25</u>
Unit 3	Earl's Grocery & Market	2301	1.25
	Louisiana & Arkansas Railway Co.	2302	.25
	Kellogg Graves Lumber Co. Inc.	2304	.75
	Plauche Clinic	2336	.25
	Maddie V J Hardware Store	2351	1.00
	Eldridge G. W Lumber Co.	2364	1.00
	Moreau's Store	2374	1.25
	Christ the King Catholic Church	2381	.25
	Gauthier Service Station & Garage	2391	1.00
	Maddie Joe Garage	2464	1.00
	Moreau A. J. Hotel	3401	<u>.25</u>
			<u>8.25</u>
Unit 4	Simmesport Store	3161	<u>.50</u>
			<u>.50</u>
TOTAL			<u>24.00</u>

DIRECTORY CONTROL SUMMARY

BORDELONVILLE	Monthly	\$ 7.00	Year	\$ 84.00
COTTONPORT	"	88.62	"	1,063.44
PLAUCHEVILLE	"	4.75	"	57.00
MANSURA	"	56.75	"	681.00
SIMMESPORT	"	24.00	"	288.00
MOREAUVILLE	"	27.50	"	330.00
TOTAL	Monthly	\$ 208.62	Year	\$ 2,503.44

Plus

Mayeau Tin Shop (Cottonport) To be collected by Directory People

2.00	24.00
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\$ 210.62	\$ 2,527.44

